

WEREHAM PARISH COUNCIL
Annual Meeting of the Parish Council
Tues 16 May 2023 at 6.40 pm
In the Community Room, Wereham Village Hall, Wereham

Attendance:

Cllr Annie Bruce
Cllr Jo Bruce
Cllr Stephen Bradsell
Cllr Sandra Calvert
Cllr Gail Koopowitz
Cllr Jacki Hitching
Cllr Jonathan Marsh
Helen Richardson Parish Clerk and Financial Responsible Person

Also in attendance:

Residents of Wereham - Public – 1
Cllr Sue Lintern, Borough Councillor, BCKLWN

The Parish Council welcomed Cllr Sue Lintern to her first Wereham Parish Council meeting since being newly elected as Borough Councillor for the Wissey Ward. Cllr Sue Lintern shared that she wished to focus on tackling the bullying and harassment in the sector and locally and she had applied to sit on the Performance and Standards Board at the BCKLWN. The Parish Council agreed that it was important that these issues were highlighted, as these sorts of behaviours can impact on mental health where there is abusive behaviour from the public and in recent times where this has occurred the Parish Council has done as much as they could to protect the Clerk as her employer above all.

Cllr Sue Lintern wished to thank residents who voted for her, and she would represent them as well as those who didn't. She added thanks to Colin Sampson for his many years of service. She provided the following updates:

- The Borough Council had not given formal details of which Councillors would be on which Committees yet.
- There were no further updates at this time but she would email the Clerk should there be any prior to the next meeting and keep all informed.
- If anyone needed any assistance to contact her by phone or email.

30/23 To Note Openness and Transparency Notice and To Consider and Accept apologies for absence

The Chair read the notice and there were no apologies for absence.

31/23 To Sign Declaration of Acceptance of Office and Code of Conduct Form

This was actioned.

32/23 To note that the Declaration of Interest Form Completion (following meeting)

It was agreed to cover at the end of the meeting.

33/33 Election of Chairperson and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson

RESOLVED: That Cllr Jo Bruce be nominated and approved as Chair. (Proposed Cllr Sandra Calvert; seconded Cllr Jacki Hitching, all were in favour)

RESOLVED: That Cllr Sandra Calvert be nominated and approved as Vice Chair (Proposed Cllr Gail Koopowitz; seconded Cllr Annie Bruce, all were in favour)

To Note Declarations of Interest on Agenda Items and Dispensation Requests

Cllr Sandra Calvert declared an interest in regard to item 42/23 and agreed not to vote or take part in discussions.

34/23 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 7 March 2023 and To Note the Matters Arising Report

RESOLVED: That the minutes of the Ordinary meeting of the Wereham Parish Council March 2023 be approved as a correct record. (Proposed Cllr Annie Bruce; seconded Cllr Jacki Hitching, four abstained due to not being present and three were in favour.

Matters arising report was noted as follows:

Matters Arising Report – May 2023

Highways Reports – Pot hole near the crossing reported and large direction sign on College Road. Request to clean road signs along A134 on Lynn Road and College Road. Village caretaker cleared debris from three pedestrian islands. Crossing damaged on order for repair with appointed contractor, will be complete in next 6 – 10 weeks. As at mid-February. Numerous requests and reports for Rangers who are coming in April was added on Facebook and emailed to Councillors on 1st March. The Clerk reminded the Highways Manager on 9th May in regard to lighting on the crossing near The Row.

Email from Highways Manager 23 March in regard to safety on the A134 taking forward by Cllr Martin Storey NCC Councillor - *"I can see there are two existing pedestrian refuge islands within the village close to these locations. At a quick glance, these could be enhanced but are the type of facility we typically see at these sort of village locations where an A class road passes through.*

To see whether the islands are optimally located and are still the most appropriate crossing form we could carry out a pedestrian crossing assessment. There is no current county council budget for these but parish councils have funded them in the past. As we are essentially looking at two assessments I would anticipate a cost of £5k which would have to be met by the parish council or other external funding.

I have checked the accident record and there has been only one pedestrian accident in the last 6 years. This was a suspected suicide attempt so I would not be able to contribute Local Safety Schemes funding.

We'd be happy to take forward a parish funded pedestrian crossing assessment if requested. Please bear in mind a signalised crossing would cost at least £250k and there is no county council funding for these. A zebra would not be suitable here. There may be lower cost options to enhance or widen existing refuge" islands.

The Clerk asked the Highways Manager to consider lighting on the crossing for a report back to the May PC meeting, and reminded on 9th May. Cllr Martin Storey also agreed to follow up with the Highways Manager.

Funding – The Clerk submitted to the CIL fund for up and coming tree works and was successful to a total of approximately £8.4k. The Clerk shared Coronation Event funding later in the year from the Borough Council and at the end of 2022 in order for them to get a new heater.

Village Sign Unveiling – Completed on 16th May.

Grounds Maintenance – The Clerk forwarded dates for the Church and pending dates from the Village Hall as cutting considerations for the year based on what events they have planned.

Cemetery – A dog walker has left dog mess in the cemetery which unfortunately effected a funeral recently, the Clerk is ordering a sign for the entrance.

Six Month Review of Contractors – The Clerk did this mid-April and actioned anything required at this time and updated it.

TPO Consultation

23/00024/TREECA Wereham Vicarage House Church Road Wereham King's Lynn Norfolk PE33 9AP - T1 Holly Tree (est 6M in height). To remove to ground level. Tree will be replaced with another species in a different area of the garden. T2 Large yew tree (est 9M in height). To reduce the two lowest limbs growing towards the house by 3M. Limbs are heavy laden and droop low. To also reduce the branches hanging over the shed by 2M. TPO Served 13 March 2023

23/00088/TREECA Wereham T001 Hawthorn - Fell to ground level. T0992 Oak - Crown lift to 5.2m for highway clearance. T0995 Ash - Remove deadwood greater than 25mm. Crown lift to 3m for pedestrian clearance. Wereham Village Hall Church Road
Wereham KINGS LYNN Norfolk PE33 9AP

23/00033/TPO Wereham 2/TPO/00538: T2 T4 T5 - Holly stumps - remove as eyesore. T11 Scots Pine - Remove as dead Holme Oak Stoke Road Wereham King's Lynn Norfolk PE33 9AT

Planning Decisions (BCKLWN)

22/01893/F Wereham Holme Oak Stoke Road Wereham King's Lynn Norfolk
PE33 9AT - Residential development involving the demolition of existing barn complex. Application Refused 5 April 2023 Committee Decision

35/23 The Following Items Relate to Election Administrative and Year End Actions:

a. To Note Roles and Responsibilities of the Council/Councillors and the Clerk

It was noted.

b. To Approve New Councillor Induction Training

RESOLVED: That three Councillor places on the Norfolk ALC induction training session costing £90 plus VAT be approved. (Proposed Cllr Jo Bruce; seconded Cllr Annie Bruce, all were in favour).

c. To Consider Approval of Members Allowances Report for Parish Councils from the BCKLWN and Approve Any Costs or Action 2023/24 and rest of election term

The Parish Council felt that they did not wish to receive remuneration.

d. To Approve Review of Financial Regulations

e. To Approve Review of Standing Orders

f. To Approve Review of the Financial Risk Management Scheme 2023/24

g. To Approve Review of the Assets Register as at 31.03.23

h. To Approve Meeting Dates (Four Years) (2nd Monday Bi-Monthly from July 2023 at 6.30 pm except 18 Sept)

i. To Approve Wereham PC Action Plan 2023/24 (as per Approved Budget)

j. To Approve the Restatement of the General Power of Competence

RESOLVED: That items d, e, f, g, h, i, j, be approved as presented. (Proposed Cllr Jacki Hitching; seconded Cllr Jonathan Marsh, all were in favour).

k. To Consider Approval of Representation on the Wereham Village Hall Management Committee

The Parish Council felt that they did not wish to have representation on the Committee at this time, but a couple of Councillors would attend their AGM. Cllr Gail Koopowitz and Cllr Sandra Calvert agreed to attend.

l. To Consider Approval of Representation on the Wereham Relief in Need Charity

RESOLVED: That Cllr Annie Bruce be put forward by the Parish Council as a representative of the Wereham Relief in Need Charity. (Proposed: Cllr Gail Koopowitz; Seconded Cllr Jacki Hitching, all were in favour).

m. To Consider Approval of Representation on the Internal Drainage Board, if required

Cllr Sue Lintern agreed to look into the process and feedback to the Clerk. [It was subsequently informed after the meeting that the PC only had places on the Internal Board should there not be enough Borough Councillors].

n. To Approve Annual Insurance Renewal

It was noted that the premium had only increased by £6.

RESOLVED: That the insurance renewal of £529 be approved. (Proposed Cllr Gail Koopowitz; seconded Cllr Jacki Hitching, all were in favour).

o. To Approve Certificate of Exemption – AGAR 2022/23

RESOLVED: That approval is given to the Council to be exempt from the AGAR 2022/23 external audit process as a small authority and meeting that criteria and signed by the Chair. (Proposed Cllr Jacki Hitching; seconded Cllr Jonathan Marsh, all were in favour).

p. To Approve Annual Accountability Return and Governance Statement 2022/23 - Annual Statement of Accounts 2022/23 Section 1

The Chair read the statement and the Council considered each statement in turn and answered in turn positively. The Form was signed by the Chair and RFO

RESOLVED: That Section 1 of the AGAR 2022/23 be approved. (Proposed Cllr Jacki Hitching; seconded Cllr Annie Bruce, all were in favour).

q. To Approve Rest of Annual Accountability Return and Governance Statement 2022/23 – Section 2

RESOLVED: That Section 1 of the AGAR 2022/23 be approved. (Proposed Cllr Jacki Hitching; seconded Cllr Sandra Calvert, all were in favour).

36/23 To Review and Approve Village Caretaker Contract and Annual Work Plan

The Clerk agreed to contact the current contractor and advertise the role for consideration at the July meeting.

37/23 To Approve ‘No Mow’ Village Initiative (four years) and Additional Verge Cuts on Contract

RESOLVED: The Clerk agreed to ask the Contractor to review the costs for Queens Close and arrange the cut for once a month until October. (All were in favour)

The Parish Council discussed No Mow May and what to do in the long term with this initiative. It was agreed to keep the back section of the cemetery as wild flower and Cllr Gail Koopowitz confirmed that she was happy to organise a volunteer group. It was agreed to arrange a meeting at the Cemetery. This would be included as part of the annual review of the Grounds Maintenance contract in the autumn and going forward.

Cllr Sue Lintern agreed to contact Highways to query with them the verge cutting.

38/23 To Approve Tree Management Costs – Village Pond

A CIL funding application by the Parish Council had been successful earlier in the year and all tree works was 4/5th funded. Following a Tree Management Survey the Willow Tree had been determined as dangerous and was rotten on the inside, and therefore recommended for felling. The BCKLWN currently was determining the work under a TPO tree order application and was to be determined by the end of May. Under this TPO it was also necessary to plant three new trees. It was noted that the favourable tree quote had included reuse of wood chip, wood or willow branches should residents wish to have them. The Parish Council had received three quotes. It was agreed to add the planting of the new trees required by the BCKLWN to the July agenda.

RESOLVED: That Icen Tree Care be approved at a cost of £3900 pending training and insurance certification. (Proposed Cllr Jacki Hitching; seconded Cllr Sandra Calvert, all were in favour).

39/23 To Approve St Margaret’s Church Clock Service 2023 (Power to Provide Public Clock)

RESOLVED: That payment of £350 plus VAT for the church clock service be approved. (Proposed Cllr Jacki Hitching; seconded Cllr Jo Bruce, all were in favour).

40/23 To Receive/Approve Any Action in relation to the Bi-Monthly Health and Safety and Play Area Inspection

Only low level items had been identified that the Village Caretaker or Highways could undertake.

41/23 To Approve the Parish Partnership Fund Cemetery Entrance Project 2023/24 and Associated Costs

The Parish Council had received three quotes for Groundworks and quote from a local company in regard to iron railings as part of the project. The Clerk agreed to seek further prices for galvanised, painted or powder coated iron railings and add to the July agenda. It was agreed to hold a site meeting. The project was 50% funded by NCC.

RESOLVED: That the project be approved and that Groundworks quote with FD Civil Engineering be approved at a cost of £2650 plus VAT. (Proposed Cllr Jo Bruce; seconded Cllr Jacki Hitching, six were in favour and one abstained due to a declaration of interest).

42/23 To Consider Approval of Application to Use the Playing Field: Burger Van

The Parish Council felt that it would set a precedent for others wishing to add vehicles on the field and only allowed the fair on the field once a year.

RESOLVED: That the application is refused. (Proposed Cllr Jo Bruce; seconded Cllr Jacki Hitching, all were in favour).

43/23 To Approve Decisions Made on Email

- a. Payment 50% of Village Sign Work Agreed
- b. Change of Meeting Date to be 16th May 2023 due to Election

RESOLVED: That the approval of decisions made on email is confirmed. (Proposed Cllr Annie Bruce; seconded Cllr Jacki Hitching, all were in favour).

44/23 To Approve Payments to date

	Payee	Service	Exc VAT	VAT	Inc VAT
1	Parish Clerk	Wages, Expenses and Mileage (March and April)	674.20	0.00	674.20
2	Parish Clerk	PAYE (March and April)	136.80	0.00	136.80
3	Village Caretaker	May (Move Speed Sign and Charge Battery; pressure wash play area)	33.00	0.00	33.00
4	Pearce and Kemp	Streetlighting Annual Maintenance Fee	80.00	20.00	16.00
7	CGM	Wereham Cemetery Hedge Cut End of February and Mid February Playing field scaritac - End of Contract Work	84.93	16.99	101.92
6	Wicksteed	Play Area and Goal Annual Inspection Fee	120.00	24.00	144.00
7	BHIB	Annual PC Insurance Fee	529.97	0.00	529.97
8	Norfolk ALC	Annual Subscription Fee (Norfolk ALC and National ALC)	195.16	0.00	195.16
9	Npower	Streetlighting Electricity	23.95	1.20	25.15
10	SJA Pest Services	January - March 2023 Mole Control Work (Playing field and Cemetery)	57.93	0.00	57.93
11	Payroll Services	Set up fee; 2 months payroll; completion of year end process and p60	50.00	10.00	60.00

12	HHA Grounds	April 2023 Grounds Maintenance	594.50	118.90	713.40
13	HHA Grounds	May 2023 Grounds Maintenance	560.00	112.00	672.00
14	Wereham VH	Room Hire	30.75	0.00	30.75
15	Wereham VH	Room Hire - Fee correction to invoice March 2023	8.00	0.00	8.00
16	Internal Audit Fee	2022/23 Audit AGAR	20.00	0.00	20.00
17	Limetree Printing	Sign for Cemetery and Play area	30.00	0.00	30.00

Bank Account as at 10.05.23 - £46,328.22

Receipts since 1st April 2023		
12.04.23	17,800.00	Precept
28.04.23	400	Burial Fee

RESOLVED: That payments as presented be approved. (Proposed Cllr Jo Bruce; seconded Cllr Jacki Hitching, all were in favour).

45/23 To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme

- The Clerk agreed to report broken signs and bollards on the Flegg Green and West Dereham junction caused by a car accident to Highways.
- The Clerk agreed to contact Natural England in regard to Bat Boxes.
- The Clerk agreed to write to Highways to advise them of rocks on the verge.
- The encroaching hedge at Lammas Lane was resolved.
- The Clerk agreed to add on the July agenda membership on Norfolk ALC.

46/23 To Approve Date of Next Meeting – Monday 10 July 2023 at 6.30pm in the Community Room, Wereham Village Hall

All approved.

Close meeting at 9 pm